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CONFIDENTIAL

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING Wednesday, 2 July 1958

1. Minutes of Previous Meeting

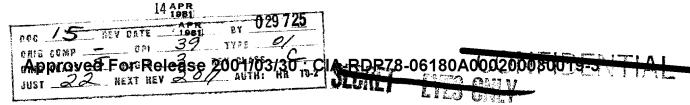
The Minutes of the Medical Staff Career Service Board Meeting of 18 June 1958 were approved by the Members without comment.

2. Report of Competitive Evaluation Panel

The Executive Secretary presented the attached memoranda representing the results of ratings of Medical Technician personnel in grades GS-8 and GS-9 by the Competitive Evaluation Panel. The Board accepted these ratings as presented. C/OD suggested the rating of each individual be noted in the handbook distributed to the Members at each Meeting for reference purposes. It was agreed this information would be made available to the Members at the time of each Meeting but would not be included in the handbook.

3. Promotions

GS-9, Medical Service Officer. The request 25X1A9a of C/TSD for promotion of to GS-10 was deferred at the last Meeting pending completion of the comparative ratings of all GS-9 Medical Technician personnel. The Executive Secretary noted the fact is No. 2 on this list and, therefore, recommended this 25X1A9a that promotion be deferred again pending a query to the field regarding the who is listed as No. 1. The Board also 25X1A9a promotion of noted the fact that there are only three opportunities for promotion beyond the GS-9 level and C/MS suggested personnel in GS-11 category be examined for eligibility for promotion before blocking all opportunities but one. It was also noted that has been at his field station 25X1A9 for approximately one month which would appear to be a short period of time in which to evaluate an individual for promotion. However, the o inform Board voted to defer consideration of requestthe field of the results of the Panel 25X1A9a ing comments regarding his promotion to GS-10.



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GS-8, Medical Technician. The request of C/TSD for promotion of Mr to GS-9 was deferred from the last meeting pending the results of the competitive ratings of GS-8 Medical Technician personnel. In view of the report of the Competitive Evaluation Panel, the Executive Secretary recommended disapproval of this promotion. Action on this recommendation was deferred to permit C/TSD to review Mr. record and to provide opportunity to withdraw or resubmit his 25X1A9a request for promotion. c. GS-6, Medical Technician. The Executive Secretary presented a request from the Chief of Station, for promotors, with the recommendation that it be approved. 25X1A9a for promo- 25X1A6 25X1A9a gned overseas prior to adoption by the Board of the policy of promotion of technicians before they assume foreign duty and he has been transferred to several overseas stations; hence, technicians who entered on duty after have been promoted ahead of him. On 25X1A9a request of C/MS, the Executive Secretary will review this case to determine if promotion action should be to GS-8, taking into consideration all of the facts in the case, and will report to the Board at its next Meeting. GS-5, Supply Assistant. A request for pro-25X1A9a to GS-6 as submitted by DC/SD 25X1A9a motion of reviewed by the Executive Secretary with the recommendation that it be approved. The Members unanimously approved this promotion. GS-4, Clerk-Typist. The Executive Secretary 25X1A9a presented a request from ADC/PS for the promotion of to GS-525X1A9a and noted the Subject is presently filling the GS-7 position of Psychometrist. The Executive Secretary recommended disapproval of this request on the basis that, should this position be filled or transferred to a psychologist position, the Medical Staff would be unable to assign Miss at the GS-5 level. The Personnel Placement Officer suggested the 25X1A9a Subject be enrolled in Agency training courses to improve her proficiency in shorthand and typing so that she would qualify for a Secretary-Stenographer position. Action on this promotion was deferred to allow ADC/PS to discuss the case with C/SD outside the Meeting. Based on this discussion, the Board will consider what action it wishes to take in this case. 4. Requests for Extension of Overseas Tour a. GS-10, Medical Service Officer. The Executive Secretary reviewed a request from the Executive or an extension of his 25X1A9a 25X1A9a overseas tour from March 1958 to June 1958 and recommended approval by the Board. C/OD concurred in this recommendation and further recommended be requested to extend an additional two months at his sta-25X1A9a

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tion. The Members concurred in C/OD's recommendation and the Executive

Secretary will prepare a dispatch on this matter to the Subject.

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25X1A9a b. GS-9, Administrative Assistant. A request 25X1A9a for extension of tour from presented by the Executive Secretary with the recommendation that it be approved. The Members concurred in this recommendation.

5. Field Reassignment Questionnaire

The Executive Secretary reviewed a Field Reassignment Questionnaire 25X1A9a submitted by GS-9, Administrative Assistant, and suggested he might be considered for assignment to the Medical Service Officer position at completion of his present tour.

6. Review of Fitness Reports

25X1A9a

a. GS-14, Medical Officer. C/OD called attention to the large number of "Not Observed" entries on this Report. No action will be taken regarding this matter.

b. The Board noted the receipt of Fitness Reports on the following personnel:

25X1A9a

, GS-11, Senior Far East Medical Administra--6, Secretary-Stenographer

7. Training Evaluation Reports

C/OD reviewed briefly Training Evaluation Reports on the following personnel for the courses noted:

25X1A9a

, GS-10, Medical Service Officer - Administrative ourse , GS-4, Clerk - Typing Technique Course

8. Miscellaneous

25X1A

A letter of appreciation from the Chief, Staff, for the participation of C/OD in the E and E Indoctrination Course was reviewed. C/MS endorsed this memorandum.

MS/mam

Distribution:

Orig - C/MS

1 - DC/MS

1 - C/OD

1 - C/TSD

1 - ADC/PS

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